

As of August 1, 2023, our Legislative Services Officer has approved an official remote work policy only for our Bill Drafting, Fiscal, and Legislative Analysis Divisions.

Remote Work Policy – Bill Drafting, Fiscal, Legislative Analysis

Policy The General Assembly allows certain employees to work from a remote location for a limited number of hours per week during designated times.

Purpose Remote work is meant to give employees greater flexibility in where they perform work while maintaining services and employee performance.

Covered Positions Not all positions within Legislative Services are able to be performed from a remote location. Remote work is available only to those positions authorized by the Legislative Services Officer and those employees approved by division directors. Remote work is not an entitlement and can be ended at any time by the Legislative Services Officer, division director, or employee with or without cause.

These guidelines do not apply to employees who work remotely as a temporary or permanent reasonable accommodation approved under the Americans with Disabilities Act.

Procedures

1. The Legislative Services Officer determines which Legislative Services positions are authorized for remote work.
2. Division directors determine which individual employees are approved for remote work.
3. Approved employees interested in remote work must complete an Alternative Work Arrangement Agreement.
4. Employees enter remote work time taken in Cardinal, except for times specifically designated for remote work by the Legislative Services Officer.

Remote Work During flexible work periods, approved employees can take up to 16

Benefit

hours—spread over no more than two days—of remote work per week. Remote work hours do not rollover from week to week. For any time above 16 hours that employees cannot be onsite, they must take compensatory time, sick leave, vacation leave, etc. Under extraordinary circumstances (e.g., sick family member, school closure), division directors may approve on a case-by-case basis an employee's request to work additional remote hours. An employee's request must be submitted in advance in an email, with the team lead cc'd if applicable.

During non-flexible work periods, division directors may approve on a case-by-case basis an employee's request to work remotely for special circumstances (e.g., home repair, medical appointment). An employee's request must be submitted in advance in an email, with the team lead cc'd if applicable.

Flexible Work Period

Division directors will designate times as flexible work periods. During flexible work periods, approved employees can use their remote work benefit as work allows. There may be times during flexible work periods when certain employees cannot use their remote work benefit because work requires their presence onsite.

Employees can anticipate there will not be flexible work periods during session.

Division Director Responsibilities

Division directors will use the following criteria for approving employees for remote work:

- employee consistently demonstrates work habits that are well-suited to remote work, including but not limited to self-motivation; self-discipline; the abilities to work independently, manage distractions, and meet deadlines; and a demonstrated record of meeting established performance expectations and
- employee is not working under a corrective action or performance improvement plan.

Division directors will communicate and coordinate with each other before they declare flexible work periods.

Division directors will email employees when a flexible work period has begun, allowing approved employees to use their remote work benefit as work allows. Division directors will email employees when a flexible work period has ended, preventing approved employees from using their remote

work benefit.

**Supervisor /
Team Lead
Responsibilities**

For FRD and LAD, supervisors must ensure at least one team member is onsite during flexible work periods. Supervisors and team leads will submit their team's onsite coverage schedule to their director. Supervisors and team leads will determine onsite coverage in a manner that is equitable and consistent. When the requirement to have one team member onsite creates a hardship or inequity to an approved employee, division directors may approve on a case-by-case basis an employee's request to work remotely for extraordinary circumstances (e.g., a team has vacancies, a team member is on extended leave, a team member is ill). An employee's request must be submitted in advance in an email, with the team lead cc'd if applicable.

For FRD and LAD, supervisors and team leads may need to assist employees in determining if work allows for use of remote work benefits.

**Employee
Responsibilities**

Working remotely does not alter any of the following:

- an employee's duties, obligations, responsibilities, and/or conditions of employment described in an employee's job description;
- the Legislative Services Office's acceptable performance standards for the position; or
- an employee's compensation, benefits, or work status.

To work remotely, employees must

- have a consistent remote worksite and properly secure access to that location to protect sensitive or confidential materials;
- maintain a working internet connection of appropriate speed at their expense; and
- have the technical capability to work remotely, including consistent electricity, phone reception, and internet connection.

When deciding if work allows them to work remotely, employees will consider at a minimum the following factors:

- at least one team member is scheduled to be onsite each day of the week (for FRD and LAD) or the employee has made arrangements for someone to be available for inquiry onsite (for LDD),
 - a committee they staff is not meeting that day or the day after,
 - members are unlikely to be seeking them onsite,
 - a high percentage of tasks can be conducted individually,
 - collaboration and communication with coworkers can be conducted
-

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- virtually,
 - tasks are not dependent on specialty equipment, tools, or materials, and
 - tasks do not depend on handling of secure hard-copy materials.

The General Assembly is not responsible for any expenses related to remote work, with the exception of equipment and supplies described in this policy.

Remote Work Benefit in Cardinal

Cardinal automatically shows approved employees have 16 hours of the remote work benefit available per week. The hours do not rollover from week to week.

Employees enter remote work taken under Time and Absences, Add Absence, Type: Remote Work. The maximum amount of remote work taken is 16 hours per week.

Supervisors can see all remote work taken under My Team, choose worker, Existing Absences.

Other Leave Combined with Remote Work

When employees plan to work remotely for part of the day and use leave for the remainder of the day, employees must inform their division director, supervisors, and support staff which hours they are working and which hours they are on leave.

Employees are expected to record in Cardinal any time taken for compensatory leave, sick leave, vacation leave, etc. Failure to comply with these requirements may result in disciplinary action, including the immediate termination of the alternative working arrangement.

Safe Remote Workspace

Employees with approval to work remotely must designate a consistent remote workspace, which is typically a space in the employee's home (e.g., office, spare bedroom) that is free of disruption from family members, other people, and pets. The remote workspace must be kept in a safe condition, free from hazards to both the employee and the General Assembly-issued equipment and supplies described in this policy.

Should the employee sustain any injuries in their remote workspace in conjunction with regular work duties, the employee is responsible for notifying their supervisor of such injuries as soon as practicable.

Employees should refer to and follow the General Assembly's Workers' Compensation Policy for any injuries sustained while completing General Assembly work.

Equipment and Supplies

The General Assembly will provide specific technology resources as tools to support remote work as deemed necessary. Division directors will make determinations as to appropriate equipment, subject to change at any time. Other than a laptop, generally, no additional equipment will be provided at remote worksites.

Any General Assembly-issued technology resources are subject to the terms outlined in the Policies and Procedures Manual. Equipment supplied by the General Assembly will be maintained by the General Assembly. For General Assembly-issued equipment, computer activity and internet access may be monitored for security purposes, whether working onsite or offsite.

Equipment supplied by the employee (e.g., cell phone) will be maintained by the employee. If an employee's personal equipment creates issues for the General Assembly network, the Information Systems Division may ask the employee not to use that equipment for remote work. The General Assembly accepts no responsibility for damage or repairs to employee-owned equipment (e.g., cell phones, computers, printers, speakers).

Remote Meetings

Employees will come into the office to attend any required in-person meetings as determined by the division director (e.g., staff meetings, required trainings).

Employees working from a remote worksite will be expected to attend all virtual team meetings or one-on-one virtual meetings to discuss tasks and maintain regular communication with coworkers, supervisors, and division directors. Any employee who is working remotely and is unable to attend a scheduled virtual meeting must discuss the reason they are unable to attend with their supervisor.

Designated Work Time

Employees must follow their regular assigned work schedule, Monday through Friday, unless otherwise discussed with and approved by the employee's division director.

Communication

Employees working remotely are expected to continue to be a productive

part of the General Assembly team. They should be available and easily accessible in one or more ways during working hours (e.g., phone, email, instant messaging, video). Failure to be available to your coworkers, not responding to calls or emails, missing deadlines, or any other indication that remote work is being abused may result in disciplinary action, including the immediate termination of the alternative working arrangement.

Employees may also be required to provide their division director or supervisor various reports concerning tasks or projects that the employee proposes to accomplish or did accomplish.

Extenuating Circumstances

If, while working from a remote workspace, the employee experiences extenuating circumstances that prevent the employee from working remotely, the employee must notify their division director, supervisor, and support staff immediately.

The following are examples of extenuating circumstances:

- Employees may experience technical difficulties with their computer or internet access. Experiencing temporary technical difficulties does not prohibit an employee from working remotely in and of itself, but if prolonged technical difficulties prohibit an employee from getting work done, the employee should work late to make up the time or take paid time off.
- Employees must continue to plan for child/dependent care to the same extent as if the employee were in the workplace. Having a dependent at home does not prohibit an employee from working remotely in and of itself, but if caring for a dependent prohibits an employee from getting work done, the employee should work late to make up the time or take paid time off.

Confidentiality and Security

Employees working remotely are reminded that even if they are working from a remote worksite, they are bound by any confidentiality, security, and ethics conditions of their employment with the General Assembly. Consistent with the General Assembly's expectations of information security for employees working in the office, employees working remotely will be expected to ensure the protection of information accessible from their home office. Steps include regular IT maintenance, locked file cabinets and desks for sensitive information, and any other measures appropriate for the job and the environment of the remote worksite.

**Rules and
Policies**

All of the General Assembly's rules and policies, including those set forth in the Policies and Procedures Manual and Employee Handbook, apply while working from a remote worksite. Employees are reminded that this Remote Work Policy is not to be used in place of sick leave, vacation leave, etc.

Out-of-Session Work Hours

Unless otherwise provided by the Director, or by an employee's supervisor or the Deputy Director of his or her division, as applicable, the regular work hours for employees during the days and times of the year when the Legislature is not in a regular, special, or organizational legislative session are Monday through Friday from 8:30 a.m. until 4:30 p.m., including an hour for lunch. The time period of a legislative session includes all calendar days in which a regular, special, or organizational legislative session is ongoing, regardless of whether a chamber of the Legislature is actively convened in a legislative session during a particular day.

When appropriate, the Director may authorize flexible schedules (i.e., non-session workweek schedules that differ in workdays and work hours from the regular or normal schedule outlined above) for certain employees at the sole discretion of the Director. The supervisor or Deputy Director of the employee's division may submit a request for flexible schedules to the Director for consideration and approval.

Employees and personnel should also expect to work before or after regular work hours from time to time to accommodate legislative meetings, activities, or needs, and work hours on any given day may be subject to change as needed. Supervisors, Deputy Directors, and the Director shall make good faith efforts to provide as much advance notice as practical, under the circumstances, of any non-session unusual work hours needed or required of employees. However, as needs or emergencies arise, unusual non-session work hours may be required of employees from time to time, with or without any advance notice.

In-Session Work Hours

During the time periods when the Legislature is in a regular, special, or organizational legislative session, employees normal work hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. However, hours will vary on days when the Legislature is actively convened in a legislative session, and employees should be prepared for an extended schedule beyond the normal work hours. The time periods of legislative sessions include all calendar days under which a regular, special, or organizational legislative session is ongoing, regardless of whether a chamber of the Legislature is actively convened in a legislative session on a particular day.

All divisions of the agency within the State House are open when any legislative chamber is actively engaged in a legislative session day, and the divisions remain open until both chambers of the Legislature adjourn for the day, unless otherwise designated by the Director. Thus, regardless of an employee's normal work hours, unless excepted by the Director or an employee's Deputy Director, employees are expected to report to work one hour prior to the convening of a legislative session day (if earlier than 9:00 a.m.) and are expected to remain at work until both chambers of the Legislature have adjourned their respective sessions for the day (if later than 5:00 p.m.).

Employees and personnel are expected to work the necessary hours to complete all assignments within designated deadlines, including staffing committees and floor sessions, or other legislative meetings as

needed. Some offices, divisions, personnel, or employees, depending upon need, will need to remain working after the Legislature adjourns to complete their duties. Employees and personnel should come prepared to work during the lunch and dinner hours, as well as other legislative session breaks, as personnel are often called upon to work during those times.

TELEWORK GUIDELINES

Legislative Support Services

Purpose & Limitations. Telework is an alternative work arrangement available to LSS employees through a mutually agreed upon arrangement between the employee and the employee's supervisor. The telework arrangement is not an employee entitlement, rather a temporary strategy. Participation is limited and eligibility is decided upon a case-by-case basis. The Director of LSS, supervisor or the employee may terminate the agreement with reasonable notice at any time.

- 1. Hours & Performance.** The teleworking employee shall maintain the same total work hours as other employees doing comparable work the greatest extent possible. Employee must be available via telephone or email during scheduled work hours.
- 2. Case-by-Case Basis.** The Director of LSS shall evaluate telework on an employee-by-employee basis.
- 3. Schedule.** During this temporary arrangement, it is expected that all telework schedules will be from 8 am to 5 pm with a common lunch hour of noon to 1 pm. Staff will be considered in on-call status while working and must be able to arrive at work within 45 minutes if extenuating circumstances require it. Staff is expected to come in for job essential functions on an as needed basis.
- 4. Agreement.** An employee seeking to telework shall fill out a Telework Agreement form, which will be reviewed by the employee's supervisor and Director of LSS.
- 5. Compensation.** Employees' salaries, benefits, workers' compensation and other employer insurance coverage do not change due to teleworking. Work hours and the use of vacation and sick leave for a teleworker shall conform to applicable state and federal laws and regulations and LSS policies.
- 6. Workplace.** Because the teleworker's alternate workspace will be considered an extension of LSS workplace, the LSS's liability for job-related accidents will continue to exist during the approved work schedule.
- 7. Costs.** Telework agreements shall be managed in a manner that does not result in significant additional cost to the LSS. Out-of-pocket expenses for materials and services will not be reimbursed. LSS will purchase no additional equipment or services for this purpose.
- 8. Equipment & Software Use/Support.** LSS assumes no liability for loss, damage, or wear of any employee-owned equipment or services used while teleworking. Computer support provided by the Legislative Service Center is not available, even if caused by installation or operation of LSS software. Under no circumstances will LSC make on-site visits to alternate work sites.
- 9. Ethics/Legislative Purpose.** All services provided to a teleworker by LSS, and all state-owned office supplies are to be used only by authorized persons for legitimate legislative purposes. Telework hours are considered "state facilities" as defined by the State Ethics Act in the same manner as regular office hours. All LSS policies still apply to an employee who is teleworking.
- 10. Public Records Act.** Employee understands that records created in the performance of their duties might be subject to the Public Records Act. Employee agrees that all work-related documents and

communications shall be stored within LSS's network drives and folders Legislative cloud storage such as "OneDrive" and not within the local drive on Employee-owned equipment.

Employee Name:	
Office Phone:	
Director or Supervisor:	
Telework Schedule:	
Telework Site Address:	
Telework Site Phone:	
Please describe how you will communicate with co-workers when you are teleworking:	
Please list the equipment and supplies (including computer hardware and software) to be used while teleworking, as well as who will be providing them:	
ACKNOWLEDGEMENTS	
<ul style="list-style-type: none">• Employee has read and agrees to abide by the attached Telework Guidelines.• Employee acknowledges that RCW 42.52, the State Ethics Act, governs employee conduct and use of facilities while teleworking and has had an opportunity to discuss these issues with LSS Counsel.• All equipment, software, and other resources furnished by the LSS remain LSS property and may be used only for legislative purposes.• Employee agrees to make him or herself easily available and readily accessible by phone during telecommuting hours.	



State of Alaska

Legislative Affairs Agency

Telecommuting Policy

I. Policy

This policy provides direction and guidance for establishing employee telecommuting arrangements.

Whether or not to allow telecommuting for any group/unit of employees or an individual employee is exclusively a management decision. Telecommuting is an arrangement to permit employees to perform their job duties at an alternate work location in accordance with a Telecommuting Work Agreement (TWA). Offices may allow participation in telecommuting to the greatest extent possible without diminished services or employee performance. Telecommuting is an arrangement established first and foremost to facilitate the accomplishment of work.

Telecommuting arrangements must conform to all state laws, regulations and policies regarding state employment. Telecommuting assignments do not change the conditions of employment or required compliance with policies. Each office is responsible for ensuring compliance with the provisions of this policy.

Agencies have the sole discretion to designate groups/units, positions and individual employees suitable for telecommuting. The expectation is there will be no disruption of service or decline in the quality of services provided by the office to the customers served.

Telecommuting is not an employee benefit or right. Employee participation in telecommuting is voluntary.

II. Guidelines

A. Telecommuting is available to employees when approved by supervisors. These guidelines do not apply to employees who work at home as a temporary or permanent reasonable accommodation approved under the Americans with Disabilities Act.

B. Telecommuting generally falls into one of two categories:

1. Routine: Routine telecommuting is when the arrangement occurs as part of a regular and ongoing schedule.
2. Situational: Situational telecommuting is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule. Examples of situational telecommuting include for reasons such as inclement weather, pandemic health crisis, special work assignments, or other natural or human-caused disaster. These agreements may also be referred to as episodic, intermittent, unscheduled, or *ad hoc* telecommuting. These types of agreements only require supervisor approval and do not require a Telework Request and Agreement Form (TWA).

C. Out-of-state telecommuting arrangements should be limited to three categories: family/personal emergency; medical situations; or in the best interest of the state (i.e. critical knowledge transfer/training of a new incumbent or completion of a significant project). An initial out-of-state telecommuting arrangement may only be approved for up to 3 months, and then must be reviewed

prior to extending. All out-of-state telecommuting arrangements more than 30 days requires written prior approval of the Executive Director. If an out-of-state telecommuting arrangement will be for less than 30 days (i.e. planned leave, or one of the three categories listed above), it only requires manager's approval.

Please be aware there are State income tax implications when telecommuting out-of-state. It is the employee's responsibility to work with the LAA Personnel Office when they are telecommuting out-of-state longer than 30 days, except for Oregon. Oregon has very strict tax laws that the employee should be aware of so any amount of out-of-state telework in Oregon must be disclosed to the LAA Personnel Office.

D. Telecommuting arrangements may be on a part-time or full-time basis.

Initial telecommuting arrangements may only be approved for a period up to 6 months, and then must be reviewed prior to extending. Once an arrangement has been shown to be successful, it may be extended for up to 12 months at a time. Employees must have written approval from his/her supervisor prior to beginning a telecommute arrangement.

E. Management retains the right to approve or deny requests based on established criteria.

Telecommuting should only be considered if mutually beneficial for the agency and the employee. In deciding whether to approve an employee's request for telecommuting, the supervisor shall consider the following factors:

1. The position's suitability for telecommuting;
2. The employee's suitability for telecommuting; and
3. The mutual benefits to the agency and the employee.

F. Managers will monitor employee compliance with the TWA; relevant state policies; performance standards; expectations for work products; productivity; and time accountability.

G. Employees must be available during work hours established in their TWA. Absences (including unavailability during work hours) must be pre-approved. Employees must account for all time worked and use leave as appropriate with prior management approval only.

H. Managers are responsible for providing employees clear direction on assignment and project expectations. Management will provide the employer's expectations to the employee relating to performance, assignments to be completed, timely response to e-mail and phone calls, etc.

I. Supervisors must ensure adequate office coverage at all times. Coverage requires someone present in the office who can adequately resolve an issue in a timely manner. Absences due to leave, training, holidays and Alternate Work Schedule (AWS) arrangements must be addressed when participants and supervisors arrange TWA plans to ensure adequate office coverage.

J. Employees are expected to attend scheduled meetings in person, unless they receive specific exemption. Supervisors can provide blanket exemptions to in-person meeting requirements for telecommuting employees located outside of driving distance to the meeting location.

K. Telecommuting is not intended to be a substitute for dependent care. Employees shall continue to plan for child/dependent care to the same extent as if the employee was in the workplace. However, having a dependent at home will not necessarily prohibit an employee telecommuting. Requests will be reviewed on a case-by-case basis. Supervisors can suspend TWAs for employees

who use them to enable child/dependent care.

- L. Travel to and from the telecommuting location to attend work-related meetings and events on telecommuting days is not reimbursable.** This does not apply if employee is telecommuting in a location outside of their normal duty station.
- M. The telecommute location will require adequate workspace, light, telephone service, power and temperature control.** The employee will provide telecommute worksite furniture and equipment and should maintain a clean and safe workspace. LAA will not pay operating costs, maintenance, system upgrades, or other incidental costs (e.g., utilities, telephone, or Internet access) associated with the use of an employee's telecommuting site.
- N. The employee is responsible for protecting State equipment from damage and unauthorized use.** The employee shall be responsible for notifying their supervisor immediately of any damage, theft or loss of any issued State property. In the event of theft of the equipment, the employee shall be responsible for immediately reporting the theft to local law enforcement. Any State-provided equipment will be used only by the employee to complete State work. It is not for personal use by the employee or the employee's family members.
- O. The state is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment.** The employee will be liable for any loss or damage to State property. The State retains the right to inspect the worksite. Other than a laptop, generally, no additional equipment will be provided to employees to work at alternative work sites. Any exceptions must be approved by the employee's supervisor and personnel when appropriate.
- P. It is the responsibility of the telecommuter to determine any income tax implications of maintaining a home office area.** The State will not provide tax guidance, nor will the State assume any additional tax liabilities.
- Q. Telecommuting from a location away from the permanent duty station may affect the employee's salary.** Approval to remain on the salary schedule associated with the permanent duty station will only be considered for short-term telework arrangements in which the employee maintains their primary residence in that location. Otherwise, the salary schedule will be determined based on the telework location for the duration of the telework agreement. If the employee changes their primary residence to another city (i.e. moves) while on a TWA, they must notify LAA Personnel due to potential salary and tax withholdings changes.
- R. Position Suitability**

An office may consider allowing telecommuting for certain positions/ job classifications which would lead to efficiencies and effectiveness in daily operations. However, not all positions/job classifications may be appropriate for telecommuting. Offices shall consider the following factors when determining which positions may be eligible for telecommuting:

 1. A high percentage of work can be conducted individually;
 2. Collaboration and communication with colleagues can be conducted virtually;
 3. Work does not require frequent in-person or *ad hoc* collaboration;
 4. Work output and quality is not impacted by location (e.g. quality of customer services);
 5. Work is not dependent on specialty equipment, tools/materials and settings that cannot be reasonably accommodated remotely;
 6. Work does not depend on frequent handling of secure materials.
- S. Employee Eligibility**

Telecommuting shall be considered an option at the exclusive discretion of management, not an employee benefit or right. The Executive Director, or designee has the right to initiate, terminate or suspend a telecommuting arrangement for an individual employee or group of employees at any time. The Executive Director may designate any group or unit of employees not eligible for telecommuting at any time. The Executive Director, or designee shall utilize the following criteria in evaluating if an individual employee or group of employees may be eligible for TWAs:

1. Whether the employee consistently demonstrates work habits that are well-suited to telecommuting, including but not limited to: self-motivation, self-discipline, the ability to work independently, manage distractions, meet deadlines, and a demonstrated record of meeting established performance expectations;
2. Whether the employee has a consistent telecommute location and know who would potentially have access to that location; and
3. Whether the employee has the technical capacity to work remotely, including consistent internet connection, electricity, phone reception, ability to keep sensitive or confidential materials secure, etc.

An employee may **not** be eligible to participate in remote work (pursuant to the supervisor's discretion) if the employee has received formal discipline for performance or conduct or a Performance Improvement Plan (PIP), during the previous 12 months.

T. Telecommuting employees will immediately report any work injuries to their supervisor. An employee at his/her telecommuting location during telecommuting hours while performing work duties will need to complete the Notice of Occupational Illness or Injury form as soon as possible, but not later than 10 days after the injury.

U. Weather and Safety Considerations

1. If severe weather is predicted, employees must prepare to work from their alternate work site on a day when unscheduled telework is authorized, including taking their State laptop and cell phone home with them, if applicable.
2. The telecommuting location(s) will be unaffected by emergencies that lead to office closings and release from work at the employee's central workplace. If work can proceed at the alternate work site(s), then the employee may not be excused from duty because other employees elsewhere have been released or excused from reporting.

V. Exceptions to any of these guidelines are subject to Executive Director or section manager's discretion on a case-by-case basis.

III. Procedures

Written requests for telecommuting arrangements shall be submitted to the section manager. Requests can be submitted via email or electronic form. The Executive Director will be responsible for approving telecommuting requests where the employee is working remotely.

All telecommuting agreements must contain an acknowledgement by the employee that the Executive Director, or her designee has the right to initiate, amend, terminate, or suspend a telecommuting arrangement at any time. All telecommuting agreements must contain an acknowledgement by the employee that supervisors can suspend TWAs for employees who use them to enable child/dependent care.

A. Requests must document the following:

1. Reason for the request

2. Benefits to agency/employee
3. Position's suitability for telecommuting
4. Employee's suitability for telecommuting
5. Expected duration
6. Location(s) from which employee anticipates working
7. Schedule for employee

B. Approval flow for In-State Telecommuting:

1. Employee submits request with above information to Supervisor.
2. If Supervisor approves request, Supervisor submits request to the Executive Director.
3. If the Executive Director approves the request, the Supervisor and employee complete a Telecommuting Work Agreement (TWA). Both the employee and supervisor must sign the TWA prior to the implementation of the telecommuting arrangement.
4. Copies of the approved Telecommute request and signed TWA will be submitted to the LAA Personnel Office and maintained in the supervisor's file.
5. The Supervisor and Employee review the TWA at 6 months to evaluate the Employee's performance while telecommuting. If the Employee is meeting expectations while telecommuting, the TWA can be extended for up to one year.

C. Contents of the TWA

The TWA sets out the specifics for the individual circumstance of the telecommuting arrangement including state and personal equipment to be used, days/hours of work, location of work, general duties to be performed and method(s) of assessing telecommuting performance. A template for a TWA is attached as Appendix A.

D. Renewing the TWA

1. The TWA must be discussed and renewed at least annually, or whenever there is a major change in job duties.
2. The TWA may be canceled by the employee with written notice.
3. The supervisor may cancel this agreement and instruct the employee to resume working at the duty location at any time. If the employee is telecommuting from a location outside their normal duty station, the supervisor shall give 15 calendar days' notice when canceling the agreement.

E. Denials of Telecommuting

Managers must notify employees and discuss denials of telecommuting requests, providing a reason for the denial, such as:

1. Meetings;
2. Detailed supervision required;
3. Pending deadline;
4. Technology limitations (e.g., no Internet access; inability to reach via telephone if needed);
5. Special need related to work assignment;
6. Office coverage;
7. Personal engagement with customers, clients, or stakeholders;
8. Insufficient notification;
9. Not in an eligible group/unit;
10. Precluded by hiring agreement; and
11. Other – must provide reason.



BUREAU OF LEGISLATIVE RESEARCH

REMOTE WORK PROGRAM POLICY

1. OVERVIEW

1.01. Generally.

This policy is intended to promote a work model that allows for employees to engage in remote work when operationally feasible. The Bureau is a services agency that requires a significant amount of in-person work, which frequently includes last-minute, unscheduled meetings and other duties that require face-to-face interactions. The Bureau must have necessary staff present and available in Bureau offices as needed to operate during business hours so that there is no disruption in the workplace or in productivity, and some positions at the Bureau require the physical presence of employees to best serve the needs of the General Assembly, especially before and during a legislative session.

Remote work creates a hardship for the Bureau because of the nature of the services the Bureau provides to members of the General Assembly, state agencies, and the public. However, this policy provides for Bureau employees to engage in remote work in certain circumstances. This policy may be revised, updated, or changed at any time, and it may be terminated if it creates an undue hardship on the Bureau. In addition, an individual employee's participation in the program may be terminated if at any time it is determined that the individual employee's participation is resulting in an undue hardship on the Bureau due to the employee's inability to consistently perform his or her essential job functions.

1.02. Effective Date of Program.

The remote work program allowed under this policy is effective beginning October 1, 2022.

1.03. Definitions.

As used in this policy:

- a. "Regular work location" means the Bureau's offices located on the State Capitol grounds;
- b. "Remote work" means an alternative work arrangement that provides an employee with the opportunity to perform his or her regular work duties while at home or other approved location that is not the employee's assigned workspace in the Big MAC building during all or part of the regular work week; and
- c. "Remote work location" means an employee's residence or alternative location as approved by the Director.

2. ELIGIBILITY

2.01. Generally.

Whether an employee is eligible for remote work depends on the employee's job responsibilities. Not all situations, employees, or positions are appropriate for remote work. Eligibility is determined on a case-by-case basis depending on the consideration of certain criteria and factors, as outlined in this policy. Eligibility is an ongoing consideration, the factors of which are not just examined at the time of application for the Remote Work Program, but throughout an employee's participation in the Remote Work Program. An employee participating in the remote work program may be determined to no longer be eligible for participation if he or she no longer meets one or more of the eligibility requirements set forth herein.

2.02. Positions Not Eligible.

The following positions are not eligible for remote work because the employee's work activities cannot be performed remotely:

- Administrative Assistant to the Administrator
- Administrative Assistant to the Assistant Director
- Administrative Assistant to the Director
- Assets Manager
- BLR Production Assistant
- BLR Support Specialist
- Legislative Administrative Assistant
- Legislative Administrative Assistant II
- Office Services Supervisor
- PC Procurement Support Specialist
- PC Support Specialist I
- PC Support Specialist II
- Senior PC Support Specialist I
- Senior PC Support Specialist II

2.03. Determination of Eligibility.

The following lists of questions will assist employees and supervisors in determining whether an employee is eligible for remote work:

Can all of the following questions be answered "yes"?

- Has the employee been employed in his or her position for at least one (1) year? (Only employment as a permanent Bureau employee will be considered in determining whether an employee meets this eligibility requirement.)
- Can confidential information managed or processed by the employee be adequately safeguarded and protected during remote work?
- Does the employee possess the necessary computer equipment (*e.g.*, Bureau-issued laptop, VPN account, peripherals, etc.) and Bureau-installed software and programs to enable the employee to perform his or her job duties from the remote work location?
- Does the employee have a place in his or her remote work location to ensure that a safe, confidential, professional, and effective work environment is maintained?

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- Does the employee have reliable telephone and internet access in place at his or her remote work location in order to be available to perform necessary work functions?
- Does the employee have sufficient job performance history to support remote work, including demonstrated self-motivation, self-discipline, ability to work independently, ability to manage distractions, and ability to meet deadlines and a record of meeting or exceeding established performance expectations?
- Is the employee eligible to drive for business purposes under the requirements of the Arkansas State Vehicle Safety Program?

Can all of the following questions be answered "no", with regard to the one-year time period immediately preceding the application date?

- Was the employee's most recent performance evaluation less than satisfactory?
- Has the employee had a disciplinary action of a written reprimand or above within the last year?
- Has the employee had any disciplinary action related to remote work?

2.04. Employees on a Part-Time Work Schedule.

An employee who is on a part-time work schedule is eligible for remote work only if the Bureau's operational needs can still be met and the employee would still be present in the regular work location at least three (3) days per week, excluding any leave time.

3. PROCEDURE

3.01. Remote Work Request.

An employee who wants to engage in remote work shall complete a Remote Work Request. An employee may request the ability to engage in remote work on a routine basis not to exceed one (1) day per week. Remote work shall be part of an ongoing, regular schedule on pre-established days of the week as stated in the Remote Work Agreement.

a. Submission of Remote Work Request.

An employee's completed Remote Work Request shall be submitted to his or her immediate supervisor. The employee's immediate supervisor, the Assistant Director, or the Director may make changes to the application concerning the employee's proposed remote work schedule to maintain minimum staffing each regular work day.

b. Approval or Disapproval of a Request.

The employee's immediate supervisor shall provide his or her recommendation regarding approval or disapproval of the request to the Assistant Director. The Assistant Director shall provide his or her recommendation to the Director, who shall determine whether the Remote Work Request is approved. Approval shall be determined based on the needs of the Bureau rather than the specific requests of the employee.

The employee's immediate supervisor shall inform the employee in writing regarding whether his or her Remote Work Request is approved. If a Remote Work Request is denied, the denial shall state the specific reason(s) for denial of the request.

c. Request for Reconsideration of Disapproval Determination.

If an employee's remote work request is not approved, the employee may, within three (3) business days of notice of disapproval of the request, submit a request for reconsideration of the disapproval to the Director. The request shall be submitted in writing, and shall set forth a rebuttal to the reasons specified for denial of the request, as well as providing any additional information the employee feels is relevant to his or her request for reconsideration. Upon receipt of a written request for reconsideration, the Director shall review the information submitted and provide a written determination within ten (10) business days of receipt of the request. For purposes of determining the deadlines set forth in this section, the employee's three (3) business days to file a request for reconsideration shall be counted beginning with the first full business day after the employee is notified of the denial of his or her remote work request. Similarly, the Director's ten (10) business days for providing a written determination shall begin the first full business day after the day on which the request for reconsideration is received.

d. Effect of Approval.

Approval of the ability to engage in remote work does not create any rights or expectations that the Bureau will approve a subsequent request from the same employee or a request from a different employee in the same job classification.

3.02. Remote Work Agreement.

An employee engaging in remote work shall enter into a Remote Work Agreement that outlines the parameters of the remote work arrangement. The Remote Work Agreement shall be signed by the employee, his or her immediate supervisor, the Assistant Director, and the Director. An employee who is in an approved Remote Work Agreement before the effective date of this policy or a modification of this policy shall comply with this policy and its modifications, which may require the employee to enter into a new or modified Remote Work Agreement.

a. Term of the Remote Work Agreement.

A Remote Work Agreement under the program may be approved for up to one (1) year. If an employee transfers positions within the Bureau, any Remote Work Agreement between the employee and the Bureau is terminated.

b. Modification or Termination of a Remote Work Agreement.

The Bureau or the employee may terminate a Remote Work Agreement at any time without cause. Any modification or termination of a Remote Work Agreement shall be in writing, and all modifications shall be signed by the employee, his or her immediate supervisor, the Assistant Director, and the Director. Any adjustment to the days pre-established for remote work requires a modification of the Remote Work Agreement. A Remote Work Agreement will be reviewed for possible termination if the employee has performance or conduct issues, including without limitation issues related to violations of this policy, the employee's remote work location changes or does not meet the requirements stated in this policy, there is a change in the employee's job responsibilities, or the Bureau's operational needs are not being met. Additionally, an agreement may be terminated if it creates an undue hardship for the Bureau, including without limitation an undue hardship due to the employee's inability to consistently perform his or her essential job functions.

c. Effect of Remote Work Agreement.

Being approved for remote work does not change the employee's responsibilities, and no duties of the employee shall be reassigned or eliminated during remote work hours or to make a position more conducive to remote work. The ability to engage in remote work is not a universal employee benefit or right and is discretionary on the part of the Bureau.

A Remote Work Agreement does not create an employment contract, does not entitle the employee to continued employment, and does not amend in any way § 2.01 of the *Employee Policy Manual* regarding employment at will.

4. REMOTE WORK SCHEDULE

4.01. Generally.

An employee engaging in remote work shall be available for work during his or her regular work schedule.

4.02. Work Schedule Limitations.

Remote work is not permitted beginning December 1 prior to the start of a regular session, beginning January 1 prior to a fiscal session (or beginning March 1 prior to a fiscal session in a year in which the office of President of the United States appears on the ballot), or during any regular, fiscal, or special session, except in extraordinary circumstances. Remote work is also not permitted during budget hearings for Fiscal Division staff; or during Legislative Council week for employees who staff a subcommittee of Legislative Council or Legislative Council. To ensure that there is at least one (1) day a week when everyone is in the regular work location, employees are not permitted to schedule remote work on Wednesday of any week.

Employees' annual leave requests take priority over scheduled remote work for purposes of maintaining coverage in a given section. Accordingly, a person may be directed to come into the regular work location on a scheduled remote work day to ensure adequate coverage in the regular work location when a significant number of people are on leave for the day.

An employee whose employment relationship with the Bureau is ending because of a voluntary termination or retirement is not eligible for remote work during the two (2) weeks preceding his or her final day in the office, regardless of the date the employment relationship will end.

4.03. Lunch Breaks.

An employee who is engaging in remote work shall establish a scheduled lunch period between 11:00 a.m. and 2 p.m. for the days the employee is scheduled for remote work. Any change to the scheduled lunch period on remote work days shall be discussed in advance with the employee's immediate supervisor.

4.04. Reporting to the Regular Work Location.

An employee engaging in remote work shall report to the regular work location when directed, based on the operational needs of the Bureau, including without limitation for meetings, trainings, and other work-related requirements. An employee must be available to report to the regular work location with as little notice as one (1) hour should an exigent circumstance arise, including without limitation an urgent operational need or a technology failure. If an employee is required to report to the regular work location on a scheduled remote work day, he or she may not work remotely on another day in that week to "make up" or "swap" the remote work time.

If an employee has an *unexpected* meeting or other responsibility (not scheduled in advance of the remote work day) that would require his or her presence at the regular work location on a day that the employee is scheduled for remote work, the employee shall report to the regular work location to attend the meeting or handle the responsibility and may work the remainder of the day at either the regular work location or his or her remote work location. Time spent traveling between the remote work location and the regular work location for an unexpected meeting or other

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responsibility is compensable time, provided that no personal activity takes place during the commute, and the employee will not be required to submit leave.

If an employee has a ***pre-scheduled*** meeting, training, or other responsibility that would require his or her presence at the regular work location on a day that the employee is scheduled for remote work, the employee may choose to report to the regular work location only for the meeting, training, or other responsibility, spending the rest of his or her workday at the remote work location. The employee will be required to report to the regular work location at least thirty (30) minutes prior to the start of the meeting, training, or other responsibility requiring his or her presence at the regular work location. Certain employees may be required to arrive earlier than thirty (30) minutes based on his or her job duties, as determined by his or her supervisor. The employee will be required to submit annual leave time for the time spent traveling between the regular work location and the remote work location. The employee will not be permitted to substitute his or her lunch break for submission of annual leave. The employee has the option to work the entire day at the regular work location.

A requirement that the employee report to the regular work location on a day that would otherwise be a remote work day is not reimbursable for mileage. The employee's time spent commuting home on a day in which the employee has reported to the regular work location shall not be considered time worked.

4.05. Leave.

Remote work is not intended to be used in place of annual, sick, FMLA, or other types of leave. Requests for leave must be approved in accordance with the leave policies stated in the *Employee Policy Manual*. An employee who is engaging in remote work and who is unable to work for any period, including without limitation being unable to attend a meeting or other work-related activity in person, during the remote work period shall notify his or her immediate supervisor, take leave for the time not worked, and submit a leave request by the end of the work day during which the leave is taken.

4.06. Remote Work During Bureau Closures.

In the event of inclement weather or other closure of the Bureau, each employee who has a Bureau-issued laptop, regardless of whether the employee has been approved for remote work, is expected to work from home or other remote work location during the closure, regardless of whether the employee was scheduled for remote work that day, unless otherwise excused from work. Limitations on remote work regarding dependent care may be suspended under these types of extreme circumstances to accommodate the needs of the Bureau, as determined by the Director.

4.07. Request to Change Assigned Remote Work Day.

An employee may make a request to change his or her assigned remote work day by submitting a change request form to his or her supervisor. An employee shall not be permitted to change his or her assigned remote work day more than once per calendar year. A determination to allow an employee to change his or her assigned remote work day will depend on the same factors as the original assignment of days, including coverage within the employee's work area.

5. REMOTE WORK LOCATION

5.01. Work Environment.

a. Generally.

An employee engaging in remote work shall maintain a designated workspace in his or her remote work location in a safe, healthy, professional, and secure manner. The remote work location shall have the necessary environment and furnishings to enable the employee to accomplish his or her duties. An employee's remote work location shall be approved only if it satisfies the safety, confidentiality, professionalism, and effectiveness requirements stated or referenced in this policy. The remote work location must be approved in advance of the employee engaging in remote work. If the employee needs to change his or her remote work location, the employee shall provide written notice and receive approval in advance of engaging in remote work at the new location.

b. Professionalism.

An employee shall ensure that he or she has a professional work environment for performing remote work at his or her remote work location, including without limitation adequate and reliable connection to the internet, reliable telephone connection, and access to the resources necessary to perform his or her duties. The employee's remote work environment shall also be free from interruption by others, including without limitation children and pets. If an employee participates in a video conference, the employee shall keep the camera on at all times and shall ensure that he or she has a professional background.

An employee engaging in remote work shall maintain a professional appearance during the work day and shall comply with the requirements of § 3.01(d) of the *Employee Policy Manual* when participating in video conferences. An employee may be called to come into the regular work location or participate in a video conference with little notice and must be able to comply with such requests without needing time to adjust his or her appearance to meet the requirements stated in the *Employee Policy Manual*.

c. Disruptions.

If an employee becomes unable to work due to personal commitments or technological disruptions, the employee shall notify his or her immediate supervisor immediately. An employee who does not have the technical capacity to engage in remote work for any reason shall be directed to come to the regular work location or be approved use of appropriate leave time.

d. Safety.

An employee engaging in remote work shall verify that he or she will maintain a safe working environment that is free from fire and safety hazards for the remote work period. An employee shall inform his or her immediate supervisor if his or her remote work location becomes unsafe. Failure to maintain a safe work environment will result in termination of the Remote Work Agreement.

5.02. Equipment and Supplies.

a. Provision of Supplies.

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The Bureau may provide equipment and supplies necessary for an employee to perform his or her work during a remote work period, but the Bureau has no obligation to purchase equipment and supplies to enable an employee to engage in remote work. Equipment and supplies provided by the Bureau will not include office equipment, including without limitation a desk, office chair, monitor, printer, or desktop computer. When possible, an employee engaging in remote work shall obtain all supplies needed for remote work from the office during his or her in-office work period. An employee engaging in remote work must have VPN software installed on his or her Bureau-owned laptop if a computer is required for the employee to perform his or her work.

b. Limitations on Use of Bureau Equipment.

Bureau-owned equipment shall be used only by the employee and only to assist the employee in completing his or her work responsibilities. Bureau-owned equipment is not for personal use by the employee, the employee's family members, or any other person. The employee is responsible for the proper care of any Bureau-owned equipment and for the maintenance and repair of any of his or her personally owned equipment used during remote work. All policies relating to the use of Bureau equipment and supplies under the Employee Policy Manual apply to such equipment and supplies used by an employee engaging in remote work.

c. Technological Issues.

If an employee experiences a technical issue with any Bureau-owned equipment, the employee shall notify his or her immediate supervisor immediately. Any Bureau-owned equipment that requires maintenance or repair must be brought to the Information Technology Division for the required maintenance or repair. The Bureau is not responsible for assisting employees with issues related to the internet or wireless router or other equipment paid for or owned by the employee.

d. Responsibility for Costs and Expenses.

The Bureau is not responsible for paying for or reimbursing operating costs, home maintenance expenses, equipment costs and repairs, costs for supplies, furniture costs, utilities, or any incidental costs, including insurance, associated with the employee's use of his or her residence or other alternative work location during a remote work period. Out-of-pocket expenses incurred by an employee for supplies normally available through the Bureau and expenses for internet and cell phone services will not be reimbursed.

6. STANDARDS OF CONDUCT

6.01. Accessibility.

An employee performing remote work shall be accessible by telephone, video conferencing, and email during the hours approved for remote work. The employee shall provide his or her immediate supervisor with a current home or cell phone number at which he or she will be available for incoming calls during the employee's regular working hours. The employee shall forward his or her office phone to his or her home or cell phone.

6.02. Responsiveness.

The employee shall respond to emails within one (1) hour and shall return phone calls promptly. Failure to maintain the required contact with the employee's immediate supervisor and office staff, respond to e-mails within one (1) hour, or return phone calls promptly may result in the employee being required to submit leave for up to eight (8) hours, disciplinary action, and suspension or termination of the employee's Remote Work Agreement.

6.03. Confidentiality.

Remote work creates the need for additional diligence and familiarity with security practices. An employee engaging in remote work shall maintain the same level of confidentiality and security of information, data, and records at his or remote work location as the employee is required to do while working in the regular work location. The employee shall comply with all Bureau policies and instructions regarding the security of confidential information and shall take all reasonable steps necessary to protect confidential information, data, and records from unauthorized disclosure, access, destruction, etc.

6.04. Dependent Care.

An employee who is engaging in remote work shall not perform caregiving responsibilities for dependents or others while performing remote work. The employee shall make arrangements for caregiving responsibilities as if he or she were reporting to the regular work location. An employee shall promptly notify his or her immediate supervisor of any changes in the employee's dependent care responsibilities.

Having a dependent at the employee's remote work location does not necessarily prohibit the employee from engaging in remote work; requests will be reviewed on a case-by-case basis, which takes into account the age of each dependent and the level of care that each dependent requires. Children younger than eleven-years old are considered to need more care than could reasonably be provided during the employee's lunch break and would prohibit the employee from dedicating his or her attention to remote work, absent the presence of another caregiver.

6.05. Outside Employment.

An employee shall comply with § 3.08 of the *Employee Policy Manual* concerning outside employment. All provisions of § 3.08 of the *Employee Policy Manual* apply when an employee is engaging in remote work.

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6.06. Compliance with Policies.

An employee who participates in a remote work arrangement is in an official duty status during the employee's remote work schedule, and all applicable workplace policies remain in full force and effect, including this policy, the policies stated in the *Employee Policy Manual*, and each section's policies concerning productivity and work product. By accepting the opportunity to engage in remote work, an employee agrees to comply with all Bureau policies while engaging in remote work, including all policies concerning nonpartisanship and confidentiality. Violation of any policy may result in disciplinary action or the termination of the Remote Work Agreement, or both.

7. RESPONSIBILITIES

7.01. Liability and Worker's Compensation.

The Bureau is not liable for any loss, damage, replacement, repair, or wear that occurs to an employee's property or remote work location as a result of the employee engaging in remote work.

An employee engaging in remote work is subject to the applicable workers' compensation laws if injured while performing his or her official duties at his or her approved remote work location. Any injury that occurs within the course and scope of employment must be reported to the employee's immediate supervisor immediately. The Bureau does not assume responsibility for injuries occurring to an employee at his or her remote work location if the injuries are not sustained in conjunction with the employee's regular duties.

The Bureau is not responsible for any third-party injury or property damage that occurs at the employee's remote work location.

7.02. Taxes.

It is the employee's responsibility to determine whether there are any tax implications related to his or her remote work. An employee engaging in remote work is encouraged to consult a personal tax advisor concerning any questions related to his or her individual situation.

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8. EXCEPTIONS AND MODIFICATIONS

Exceptions and modifications to this policy may be required in specific circumstances. The Director may implement an exception or modification to this policy if it is determined to be necessary and in the best interests of the Bureau.



4-10 Flex Schedule Agreement

Employee Section:

I _____, am interested in participating in the 4-10 hour day Flex Schedule (4-10 Flex Schedule). I understand that during the period of my 4-10 Flex Schedule, I will be working 10 hour days with one day off each week. I understand that I will be able to start my day no earlier than 6:00am and my day has to end no later than 6:30pm.

My proposed schedule is:

Monday	Tuesday	Wednesday	Thursday	Friday

I would like to start my 4-10 Flex Schedule on _____ (date).

Supervisor Section: Check all that apply.

- Employee is full time and fully trained and able to effectively accomplish their regular duties.
- Employee has no record of time and attendance issues
- Employee understands that the additional hours worked each day will not constitute comp time or overtime, unless the additional worked time is greater than 40 hours in a given week.

Employee Signature

Date_____

Supervisor Signature

Date_____

2023 Interim Teleworking Pilot Program

The Legislative Research Commission will offer the Teleworking Pilot Program during the 2023 interim period for nonpartisan staff. We will also continue to assess best practices for providing a hybrid work schedule (partly on-site, partly telework) during certain times of the year. During legislative sessions, LRC nonpartisan employees will remain on-site to serve the members of the General Assembly and the public.

Eligible, full-time employees may request a telework schedule from their supervisor. The employee must be fully trained and able to effectively accomplish their regular duties while working remotely. Please note that some essential job functions and responsibilities require employees to remain on-site, and employees should work with their supervisor to ensure their telework schedules align with the needs of the office.

Teleworking agreements may begin on April 1, 2023 and will cease at the close of business on December 15, 2023. All interim teleworking agreements will be suspended during an extraordinary session of the General Assembly.

Staff authorized for telework are permitted to work remotely at least one day per week. However, Deputy Directors may establish periods when staff sections are approved to work remotely up to two days per week.

Eligible employees will submit a telework request to their supervisor using the Interim Teleworking Pilot Program Agreement form provided by Human Resources. Supervisors will conduct a performance review with the employee related to their teleworking job performance in December 2023. Employees must score a "meet expectations" or above in their performance review if they wish to continue teleworking in 2024. As part of the pilot program, employees will also perform a self-evaluation one week prior to their performance review. Human Resources will provide the forms and training.

Each telework agreement needs to be signed by both the employee and their supervisor prior to the start date. An approved telework agreement is not a contract of employment and does not alter or supersede the terms of the existing employment relationship. Approval to telework shall be based upon the employee's eligibility, work needs of the employee's section, employee's home infrastructure, and general needs of the LRC.

An employee seeking approval for an interim telework agreement agrees to the following conditions:

- The employee will remain accessible during scheduled work hours; maintain the necessary equipment, such as computer hardware and software; and shall install any software required by LRC to telework.
- LRC will not provide reimbursement for internet, telephone, devices, or other services that are necessary for the employee to participate in this program.
- In the event of equipment failure or utility or internet service interruption, the employee must notify their supervisor immediately to discuss alternate assignments or other options. If return to onsite work is not an option, the employee must use accrued leave time.
- All employees (hourly and salary) will obtain supervisor approval prior to working unscheduled hours outside LRC's normal business hours.
- The employee will comply with the same LRC rules, policies, practices, and instructions that apply for working onsite and will maintain a safe telework environment at all times. The employee will be expected to ensure the protection of proprietary information from their telework location.
- Teleworking agreements are approved on a temporary basis with no expectations of continuation. LRC may require employees to return to regular, in-office work at any time. If the only option for the employee is to return to onsite work, and the employee is unable to do so, the employee must use accrued leave time.
- All terms and conditions of employment with LRC remain unchanged, except those specifically addressed in the temporary teleworking agreement.
- The employee will not be permitted to work a second job during LRC's normal operating hours.
- Schedules and schedule changes need to be approved in advance by the supervisor.
- LRC retains the right to modify the agreement for any reason at any time.

4-10 hour days/week Flextime Program

LRC recognizes that flexible schedules are important to our staff, and we will continue to offer a variety of flexible schedule options during the 2023 interim, including flextime, enhanced flextime, and a teleworking pilot program. These options still require an 8-hour workday, but allow employees to shift hours within the day.

Also, based on our success last year, LRC will again offer a 4-10 flex schedule during the 2023 interim for full-time employees. This option will begin April 1 and conclude on December 15. These schedules require approval from an employee's supervisor and their respective deputy director, if applicable.

Employees on 4-10 schedules must work 40 hours during the week over four days, and the additional hours per day will not constitute comp time or overtime. Participating employees will remain responsible for individual work assignments, meetings with legislators, committee meetings, and all other essential job functions.

The schedules must be specific and consistent regarding which day the employee will take off. For example, every Monday or every Wednesday, etc. That ensures that the supervisor can adequately plan office coverage. If more than one employee requests a 4-10 flex schedule with the same day off, the supervisor may consider the needs of the office and LRC seniority as deciding factors.

4-10 flex schedules may start no earlier than 6 a.m. and end no later than 6:30 p.m. The lunch period remains 30 minutes and may not be used as a part of the 10 hour work day. Supervisors will need to ensure adequate staffing during LRC's core hours of operation – 8 a.m. to 4:30 p.m., Monday through Friday. Employees will submit a 4-10 Flex Schedule Agreement form, provided by Human Resources.

During weeks with holidays, or during weeks when an employee attends a conference, their schedule will revert back to the normal five 8-hour days per week.

All 4-10 flex schedules will be suspended during special sessions or at the discretion of the Director to meet the needs of the General Assembly. Also, supervisors can suspend 4-10 flex schedules to meet work demands in an individual staff section.

An employee who chooses a 4-10 flex schedule will not be eligible for a telework schedule.

2023 LRC Professional Development Pilot Program

Full-time employees who are not eligible for LRC's teleworking pilot program may request approval to participate in one professional development day each month. This option will be available from April 1 to December 15, 2023.

Staff may complete professional development days remotely, but first they must confirm that they have the necessary equipment. Staff may also complete professional development days in the office. Either way, employees will be excused from their normal duties on those days to focus on the training.

Frequently Asked Questions

Q. What kind of training or classes can be used for a professional development day?

Any training approved by your supervisor qualifies for a professional development day.

Q. Can an employee suggest training to their supervisor as part of their professional development?

Yes.

Q. How far in advance does an employee need to ask for approval for a professional development day?

There is no set timeframe for requesting a professional development day in advance. It could be as little as 24 hours if your supervisor agrees. However, earlier requests are easier to accommodate and more likely to receive approval.

Q. Can an employee reschedule their professional development day if they are required to perform their normal duties onsite that day?

Yes. Professional development days can be rescheduled with the approval of your supervisor and depending on the needs of the office. The employee will be eligible to make up that day on another day that month.

Q. Can an employee take a professional development day the day before and/or after their scheduled vacation or a holiday?

Yes, if the professional development is approved prior to the vacation request.

Q. Can an employee work their flex schedule on a professional development day?

Yes.

Q. Is there a limit on how many employees can take a professional development day on the same day?

Yes. Your supervisor will set that limit based on office needs.

Q. How does management determine who is approved for a professional development day if more than one employee requests the same day?

Your supervisor may consider several factors such as who submitted the request first, who will benefit most from the training, and LRC seniority.

Q. Does an employee need to provide an “out of office” notice on their email, stating they are conducting professional development training on that day?

Yes.

Q. When an employee is conducting professional development remotely, will local taxes apply?

Yes. A different tax code will apply for employees who telework outside the city limits of Frankfort. Those employees must identify all telework days on their time sheet, using the telework code in the drop down menu on the left side of the sheet. It is understood that both the employee and their supervisor agreed to the day since both signatures are on the time sheet.

Q. Are employees required to participate in the professional development day pilot program?

No.

Q. Can an employee’s supervisor end their participation in the professional development day pilot program?

Yes, if the employee is failing to meet performance expectations.

Q. How do I conduct MyPurpose training remotely?

You can connect to and conduct MyPurpose from any location with internet, but you should not watch using the LRC remote access solutions. Sound and video will be slowed through the LRC remote access solutions.

Q. What are the employee’s obligations in the event of equipment failure or utility or internet service interruption?

The employee must notify their supervisor immediately to discuss alternate assignments or other options. If returning to onsite work is not an option, the employee must use accrued leave time.

Q. What equipment do I need to have to conduct MyPurpose training remotely?

The employee must have a high speed internet connection with enough bandwidth to perform the required work functions. Please note that other uses of your internet network may reduce the available bandwidth. That includes multiple people working from home, streaming videos, playing online games, and the use of other internet connected devices such as security cameras, door locks, smart refrigerators, etc.

Employee Remote Work Performance Review



Name:	Review Date:
Job Title:	Review Period:
Office:	Supervisor:

EXPLANATION OF RATINGS	
1	Below Expectation: Performance is below acceptable standards. Improvement Required.
2	Meets Expectation: Performance meets acceptable standards.

(For each performance factor, circle the appropriate rating.)

I. GENERAL PERFORMANCE FACTORS

RATING 1 2	FACTOR Responsiveness: Demonstrated ability to respond to oral and written communication in a timely manner.
RATING 1 2	FACTOR Quantity of Work: Volume of work performed remotely in relation to volume of work performed in the office.
RATING 1 2	FACTOR Quality of Work: Accuracy and thoroughness of work performed remotely.
RATING 1 2	FACTOR Work Planning: Ability to analyze assignments and establish priorities for achievement of objectives.
RATING 1 2	FACTOR Communication: Effectiveness of written and oral communication skills with coworkers, legislative staff, and legislators in the performance of duties.
RATING 1 2	FACTOR Cooperation: Ability to accept assignments willingly and to adjust schedule if needed.

II. SUPERVISOR COMMENTS

Overall Assessment (including review of job duties-see attached):

o Employee is eligible to work remotely in the future if the program is offered. (Each category must be rated as meets expectations to be eligible.)

o Employee is not eligible to work remotely in the future.

I have read this review and discussed the contents with my supervisor and

I agree with its contents. I disagree with its contents.

Employee Comments: *(Required if any disagreement indicated.)*

III. EMPLOYEE COMMENTS

V. SIGNATURES

Employee:	Date:
Supervisor:	Date:
Human Resources Representative:	Date:



Interim Teleworking Pilot Program Agreement

This document is intended to ensure that both the supervisor and the employee have a clear understanding of the employee's telework agreement. Each agreement will be unique depending on the needs of the position, supervisor, and employee. This agreement may be modified as needed.

Telework means the employee is performing the majority of the essential functions of their positions while working remotely.

Employee Information

Name: _____

Job title: _____ Department: _____

This agreement is for telework beginning and ending on the following dates:

Start Date _____	End Date _____
City and county of telework _____	_____

The employee agrees to the following conditions:

An employee seeking approval for an interim telework agreement agrees to the following conditions:

- The employee will remain accessible during scheduled work hours; has the equipment, such as computer hardware and software, necessary to telework; and shall install any software required by LRC to telework.
- LRC will not provide reimbursement for internet, telephone, devices, or other services that are necessary for the employee to participate in this program.
- In the event of equipment failure or utility or internet service interruption, the employee must notify their supervisor immediately to discuss alternate assignments or other options. If return to onsite work is not an option, the employee must use accrued leave time.
- All employees (hourly and salary) will obtain supervisor approval prior to working unscheduled hours outside LRC's normal business hours.
- The employee will communicate regularly with their supervisor. The employee may be required to submit written reports of activities accomplished while teleworking.
- The employee will comply with LRC rules, policies, practices, and instructions that would apply if the employee were working onsite and will maintain a safe telework environment at all times. The employee will be expected to ensure the protection of proprietary information accessible from their telework location.
- Teleworking agreements are approved on an as-needed basis only with no expectations of on-going continuance. LRC may require employees to return to regular, in-office work at any time. If the only option for the employee is to return to onsite work, and the employee is unable to do so, the employee must use accrued leave time.
- All terms and conditions of employment with LRC remain unchanged, except those specifically addressed in the temporary teleworking agreement.
- The employee will not be permitted to work a secondary job during LRC's normal operating hours.

- Schedules need to be approved in advance, by the supervisor, as well as any changes.
- LRC retains the right to modify the agreement for any reason at any time.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Second-Line
Supervisor signature: _____ Date: _____



Teleworking Self-Evaluation Form

Name:	Supervisor:
Job Title:	Date of Review:
Department:	

Please answer the questions below and return to your direct supervisor one week before your performance review.

How has your job performance been affected (either positively or negatively) by teleworking?

Response:

Does your teleworking schedule fit the needs of your staff section? Are tasks being equally distributed among teleworking employees and non-teleworking employees?

Response:

Has the quality of supervision been affected by teleworking? Please describe any changes in the amount or kind support you need from your manager?

Response:

Are you having any feelings of isolation while working alone? Are there ways the LRC can communicate more effectively or help you feel more connected while teleworking?

Response:

Have you had any difficulty with distractions or technology issues while telecommuting?

Response:

How would you rate your overall performance while teleworking for this review period?

Please circle one.

Meets Expectations

Below Expectations



600 State Office Building
St. Paul, MN 55155
Phone: 651-296-0099
***.lcc.leg.mn

Memorandum

Date: May 15, 2023

To: Joint Legislative Office and Commission Directors

From: Michelle Weber, Executive Director, Legislative Coordinating Commission

RE: 2023 Interim Remote Work Policy

This policy replaces the CY2023 Remote Work Policy issued on January 30, 2023, and applies to the 2023 legislative interim.

Background

The Senate and House of Representatives recently adopted policies related to remote work for the 2023 interim.

The policies permit employees to work remotely up to a maximum of three (3) days per week with supervisor approval and require in-person work on Wednesdays for the Senate and Monday and Wednesday for the House.

Time Period

For LCC staff covered under Minnesota Statute 3.305, subd. 4, the policy on remote work during the legislative interim begins on June 1, 2023, and expires on January 2, 2024. This policy or a remote work schedule may be suspended by the LCC or the director of an office if remote work interferes with the needs of the office or the legislature.

Remote Work During the 2023 Interim

Directors may approve a remote work schedule that permits employees who are able to do so to work remotely up to a maximum of three (3) days per week, with Wednesday being a required day for work to be performed in the office. When developing a remote work schedule, directors must consider service to both the Senate and House of Representatives as well as the vacation requests of the office. It may be important for offices to ensure they have some level of office coverage Monday through Friday of each week to meet the needs of both bodies.

Other factors that should be considered are:

1. the functions/responsibilities of the position and if they can be performed remotely without disruption to other in-person activities.
2. public access to the buildings where offices are located.
3. equitable treatment of staff with similar roles across the legislature.
4. staff availability for meetings and to respond to emails and phone calls within a reasonable time.

Directors are responsible for ensuring that the staff permitted to work remotely are:

1. meeting performance expectations.
2. answering phone calls directly and responding promptly to communications.
3. attending in-person meetings when requested.
4. working the core business hours defined by the office (which must include 9:00 a.m. to 3:00 p.m. each day) and not using work time for personal activities.
5. accurately accounting for time away from work (vacation, comp time, sick time, etc.).
6. providing notification to the director/supervisor if they need to leave their remote work location during work hours.
7. utilizing out-of-office email and voice mail functions when away from work.

Directors who receive an accommodation or remote work schedule request that is not covered under this policy must consult with the LCC prior to approving or denying the request. Limited and situation remote work due to health, safety, or family circumstances may continue to be approved by the director of the office. Remote work is not intended to be a substitute for child care arrangements.

The [Joint Offices Staff In-Office Schedule](#) will be available and should be used by each office during the interim to ensure safety and awareness of who is working in the office each day. Employees who are out of the office on vacation or due to illness during regular business hours should ensure they have an extended absence message on their voicemail and email.

Please do not hesitate to contact me with any questions and thank you for your assistance as we transition to this policy for the 2023 interim.

CHAPTER 24 – TELEWORK POLICY

I. Policy

The policy of the Legislative Branch is to allow employees to telework when the position does not require continuous on-site presence. Telework may provide opportunities for improved employee performance, reduced commuting miles, Branch savings, and other business reasons.

II. Suitability

Employees and supervisors must discuss whether the position is suitable for teleworking. Employees will be selected for telework based on job suitability, the likelihood of success as teleworkers, and the supervisor's ability and willingness to manage telework employees. Employees may take work home with them on occasion or for a short-term assignment. This option is not considered telework within the scope of this policy. The FHRO has tools available to assist employees and supervisors in deciding whether telework is right for the position or the individual. Working at home temporarily during maternity and paternity leave is addressed in Chapter 5, Section IV G, under leave.

Division directors may determine whether it is appropriate to offer telework as an opportunity for partial or full return to work following sickness or injury. Telework is not intended to be used in place of sick leave, FMLA leave, worker's compensation leave, or other types of leave. Telework is not meant to be a *substitute* for dependent care (either for children or adults). Employees may not telework with the intent of or for the sole purpose of meeting their dependent care responsibilities while performing official duties. While performing official duties, teleworkers are expected to arrange for dependent care just as they would if they were working in the office.

III. Agreement

Employees will sign and abide by a telework agreement between the employee, the supervisor, and the division director. A model agreement (see [R:\Reference\ADMIN MANUAL\Forms](#)) may require modification to fit individual telework circumstances. A copy of the telework agreement will be kept in the employee's employment file.

- A. Telework is a privilege and voluntary. Unless otherwise provided in the agreement or other accommodation requirements, either the division or the employee may discontinue the arrangement at any time, generally giving one week's notice.
- B. The agreement shall specify individual work schedules that are in compliance with Chapter 5, Section IB (Monday to Friday, 6 a.m. to 6 p.m.) Any exception to this must be document the reasoning and must approved by the division director.

- C. In-person meetings may not be held at the home worksite unless approved by the supervisor. Employees may use TEAMS and/or zoom when appropriate for staff meetings and inter-Branch meetings.
- D. Employees will be expected to attend any committee meetings that the employee attends, all training sessions, or required staff meetings that are held at the central worksite. Employees should return to the work site on a regular basis to have face-to-face contact with their supervisor and to accomplish any of their tasks that require on-site presence.

The teleworker's conditions of employment shall remain the same as for employees at the central worksite. Employee salary, benefits and employer-sponsored insurance will not change as a result of telework.

IV. Procedures

The Branch policies and procedures will be followed in cases of computer equipment and software and VPN connection to state computer security systems. Products, documents, and records used or developed while teleworking shall remain the property of the division and are subject to Branch policies regarding confidentiality, security, and records retention requirements.

V. Equipment and Supplies

Office supplies for the telework location may be provided by the division. Equipment and software, if provided by the division for use at the telework location, must be for the sole purpose of conducting division business.

Home worksite furniture and equipment shall normally be provided by the teleworker. The employee shall maintain a clean, safe workspace. In the case of injury occurring during telework hours, the employee shall immediately report the injury to the supervisor and HR.

VI. Insurance

Teleworkers are advised to contact their insurance agent and a tax consultant for information regarding home worksites. A homeowner or renter's insurance policy must be in place before the employee transfers any state property to the home.

VII. Integrity and Confidentiality of Work Information

Employees must safeguard Branch information used or accessed while teleworking. Employees must have permission from their supervisors to work on restricted-access information or materials.

VIII. Termination of Agreement

Division directors may terminate the telework agreement at their discretion.

MONTANA LEGISLATIVE TELEWORK AGREEMENT

TELEWORK LOCATION

Employee Name:

Home (Specify location in home):

Other Location (Specify):

Address:

Phone #:

SCHEDULE

Must be within the hours of 6 a.m. to 6 p.m., Monday through Friday

Fixed: Telework days and hours are scheduled and will not be substituted without advance approval of the manager (hours must comply with the Branch Admin Manual and the Telework Policy- exceptions will need to be approved by division director)

Schedule:

Flexible Schedule Permitted (this option is for an employee that will only be teleworking a few hours a week and not on a consistent basis):

The supervisor must be made aware of use of sick leave, vacation, other time off, or other leave credits in advance in compliance with the self-regulated leave policy in the Administrative Manual. Overtime/comp time must be approved in advance by the supervisor.

TASKS/DUTIES

Review the essential functions of the position description and expectations document to determine whether telework or a hybrid version is an option.

MONTANA LEGISLATIVE TELEWORK AGREEMENT

Is an accommodation needed to telework? Yes No
If yes, please talk with HR (Kelly DaSilva)

EQUIPMENT

The branch is not responsible for any private property used, lost, or damaged. Employees are advised to contact their insurance agent and a tax consultant for information regarding home worksites. In the event of equipment failure, the employee may be assigned to another project and/or work location. The employee shall surrender all state-owned equipment and data documents immediately upon request.

Based on the tasks/duties listed above, what state equipment was taken home?

Based on the tasks/duties listed above, what personal equipment will be used?

- Do you have any ergonomic issues? Yes No If yes, please discuss with your supervisor or HR (Kelly DaSilva) on what is needed to address the issue.
- Are there any other information technology security issues? Yes No
 - If yes, has advice been obtained from the OLIS staff? Yes No
- Has the "Safety and Security Checklist" previously been filled out by the employee and approved by the supervisor? Yes No (Employees do not need to fill out again for a telework renewal agreement unless their locations have changed significantly)

MONTANA LEGISLATIVE TELEWORK AGREEMENT

IT SUPPORT

During the interim, OLIS will be available to assist employees that are teleworking during the hours that employees are required to have their work schedule referenced in the Administrative Manual, Monday through Friday 6 a.m. to 6 p.m.

EXPENSES

The agency will **not** pay for the following expenses:

- Costs for cell phone use unless approved prior to this agreement,
- Maintenance or repairs of privately-owned equipment.
- Utility costs associated with the use of the computer or occupation of the home.
- Homeowners' or renters' liability insurance to cover the use of space in the home for work.
- Special order or employee-purchased equipment and/or supplies (these should be requisitioned through the main office).
- Travel expenses associated with commuting to the central office.

COMMUNICATION

Call forwarding is required

Landline or cell#

(If not able to forward, employee must check voicemail hourly during their normal work hours)

Communication plan must be established to check in with supervisor (i.e. daily or weekly– at a minimum weekly)

The employee will promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.

Other procedures:

MONTANA LEGISLATIVE TELEWORK AGREEMENT

ARRANGEMENTS

Telework agreement **must** be reviewed on a regular basis based on the division's business cycle.

TERMINATION

Unless specified in OTHER ARRANGEMENTS, the agency and/or employee may discontinue this arrangement at any time, generally giving 1 weeks' notice.

OTHER ARRANGEMENTS

Additional conditions agreed upon by the employee and supervisor:

I have read and understand this agreement and agree to abide by and operate in accordance with the terms and conditions. I agree that the sole purpose of this agreement is to regulate telework and that it neither constitutes an employment contract nor an amendment to any existing contract. Also, by signing, I acknowledge that I have read and understood the telework policy (Chapter 24 of the Branch Administrative Manual).

Employee

Supervisor

Director



Legislative Services Policy Manual

Office Hours, Work Schedules, and Teleworking – LS-003

July 14, 2022

Description:	The purpose of this policy is to provide employees with information on a wide variety of topics covered under the office hours, employee work schedule, and teleworking umbrella. These topics include office hours, work schedules, part-time schedules, teleworking, and break and lunch periods.
Original Effective Date:	February 18, 2021
Last Reviewed/Updated:	July 14, 2022
Approved by:	Legislative Services Administrator, Legislative Services IT Administrator
Responsible Officer:	Legislative Services Administrator
Applies to:	Employees of the Office of Legislative Services

I. POLICY STATEMENT

The Office of Legislative Services adopts the following policies and procedures as they relate to office hours, flexible work schedules, part-time schedules, teleworking, and lunch and break periods, expects employees to fully comply with these policies, and LS management to enforce them in a consistent manner. Exceptions to these policies can be made by LS management when individual and unique circumstances warrant it.

II. POLICY

A. Office Hours

1. Regular Hours

Services will be provided to the legislature and the public from 8:00 am to 5:00 pm, Monday through Friday. Employees may be physically onsite or remote.

- Exceptions to these hours can be made by LS management as needed.
- The office is closed on weekends, state holidays, and other days designated by LS management.

2. Session and Interim Hours

Each individual LS manager shall determine appropriate office hours during the general session, on interim days, and during other time periods in which workload or customer needs warrant extended hours.



3. Extended Hours

Each individual LS manager shall determine the need for an employee to work extended hours or be available by mobile phone or other electronic means. If an employee is asked to be available outside of office hours, they should be prepared to respond to work-related inquiries as soon as possible and may count actual time worked on their time sheet.

If an employee is on leave, the LS manager should plan for other employees to be available to provide customer service and leave will only be interrupted when warranted.

B. Flexible Work Schedules

Any work schedule outside of 8:00 am to 5:00 pm with an hour lunch break is considered a flexible work schedule. An employee of the office may request a flexible work schedule by completing a “Flexible Work Schedule” agreement. Flexible work schedules should generally not begin earlier than 6:00 am or extend past 6:00 pm unless specifically approved by the LS manager. Flexible work schedules are not an employee right and can be terminated by either party if the arrangement becomes problematic or the needs of either party change.

A flexible work schedule may be approved by LS management based upon factors such as:

- the type of work assigned to the employee and whether or not it can be performed outside of normal business hours
- assurance of adequate office coverage during regular office hours
- impacts to other employees in the office
- availability of the employee to be physically present when needed
- job performance
- ability of an employee to work independently and unsupervised
- employee retention
- other relevant information

C. Part-Time Work Schedules

Employees of the office are generally expected to work a full-time schedule unless they were specifically hired into a part-time position. However, given the nature of the legislative process, work often extends beyond an employee’s scheduled day. Employees are expected to work the hours necessary to accomplish their work and will be compensated according to the Overtime/Compensatory Time section in LS-004.

During the interim period (from end of session in March through December) a part-time work schedule may be available to employees based upon the office workload and upon approval of the LS manager. Part-time work schedules shall not be approved for less than 20 hours per work week for employees who are receiving benefits. Part-time work is evaluated on a year-by-year and case-by-case basis. Terms and conditions of a part-time work



schedule will be specified in a "Part-Time Work Schedule Agreement" that shall be completed by the employee and submitted to the LS manager for consideration.

A part-time work schedule may be approved by LS management based upon factors such as:

- whether the employee's job description and current job requirements are compatible with part-time status
- an employee's current workload, back log of work, and anticipated future workload
- impacts to other employee workloads
- office coverage
- job performance
- retention
- other relevant information

A part-time work schedule may be terminated if the LS manager determines the employee is needed on a full-time basis due to reasons such as: unforeseen circumstances, unexpected workload increases, staffing concerns, poor performance, or other relevant factors.

A benefited employee who is approved for a part-time work schedule will receive pro-rated annual and sick leave and holiday accrual based upon actual hours worked in the pay period, according to the annual and sick leave accrual table in LS-005 Employee Benefits and the holiday accrual table in HR-006 Holiday and Administrative Leave.

D. Teleworking

An employee may request, and LS management may approve, an employee to work remotely at home or from another approved location, on a regularly recurring or occasional basis. A "Teleworking Agreement" shall be completed by both the employee and the LS manager. The Teleworking Agreement form must be renewed at the beginning of each fiscal year or any time circumstances change. While teleworking, an employee shall be accessible by phone and computer and must make themselves available to be physically present in the office when regular and/or unforeseen circumstances require it.

If an employee requests to telework from home and has minor children at home during the same hours, the employee must provide information on how child care and/or home schooling will be handled in order for the employee to remain productive. The employee must also provide detail on who will watch minor children in the event the employee is required to be physically present at the office. An LS manager may approve an arrangement in which both teleworking and a flexible work schedule are combined in order to accommodate each employee's circumstances, as long as the needs of the legislature are being met.

In addition, teleworking employees must accurately report time worked on their time sheet. Any time spent by the teleworking employee on personal endeavors should be accurately reflected as unpaid time. If the LS manager has not approved a flexible work schedule in conjunction with teleworking, the employee must devote 100% of the approved hours to their legislative work and use approved leave when off on personal time.



A teleworking agreement may be approved by LS management based upon factors such as:

- the type of work assigned to the employee and whether or not it can be performed offsite
- assurance of adequate office coverage during regular office hours
- impacts to other employees in the office
- availability of the employee to be physically present when needed
- job performance
- ability of an employee to work independently and unsupervised
- assurance that the employee can work their full work week in conjunction with personal concerns and be fully productive
- employee retention
- other relevant information

1. Regular Teleworking

Regular teleworking arrangements occur on a regular and routine basis, such as a specific day of the week every week, or a certain number of days per week.

2. Occasional Teleworking

Occasional teleworking arrangements do not occur on a regularly recurring time frame and are more flexible in nature. Each instance should be agreed upon by the employee and the LS manager.

3. Commute Time and Mileage

- a. It is recommended that employees complete a full day either teleworking or at the Capitol.
- b. Partial day arrangements in more than one location should be approved by the LS manager in advance.
- c. Any time commuting before an employee begins the work day will not be compensated and mileage will not be reimbursed.
- d. Any time commuting after an employee ends the work day will be not be compensated and mileage will not be reimbursed.
- e. An employee who voluntarily travels between worksites during a day shall not be compensated for commute time and will not be reimbursed for mileage without prior approval of the LS manager.



- f. An employee who is called into the Capitol after starting their teleworking day at a remote location shall be compensated for the commute into the office and will be reimbursed for mileage. It is recommended that the employee complete the work day at the Capitol in order to avoid an additional commute period.
- g. The LS manager can grant exceptions to commute time and mileage in unique situations.

E. Break and Lunch Periods

An employee may take a 15-minute compensated break period for every four hours worked. Break times cannot be added to a lunch break, nor accumulated and combined to modify the beginning or ending of the workday. Break times not used shall be forfeited.

Lunch breaks are not required. Employees who choose to take a lunch break shall record the time as uncompensated time. Employees who choose not to take a lunch break shall assure that they are still maintaining their approved work schedule and are not foregoing a lunch break in order to obtain a non-approved flexible work schedule or to accrue non-approved compensatory time. There may be certain positions within the office in which LS management reserves the right to require a lunch break of a certain duration and/or at a certain time of the day in order to maintain appropriate office coverage.